

DOCKET NO. _____ **SDR** DATE RECEIVED: _____
(Information above to be completed by Department of Community Services)



CITY OF CARMEL AND CLAY TOWNSHIP
Department of Community Services
Division of Planning & Zoning

SITE PLAN & DESIGN REVIEW
APPLICATION & PROCEDURES

Residential: \$133.50 Commercial: \$374.00

PREPARATION AND APPROVAL PROCEDURE FOR
THE CITY OF CARMEL & CLAY TOWNSHIP
HAMILTON COUNTY, INDIANA

Applicant Name: _____

Applicant Address: _____

Applicant Phone Day: _____ Evening: _____

Applicant Fax Number: _____

Applicant Email Address: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone Day: _____ Evening: _____

Signature of filer: _____

(Printed Name)

THIS PROCESS MUST BE COMPLETE BEFORE AN IMPROVEMENT LOCATION PERMIT WILL BE ISSUED.

This checklist is to be followed in filing a petition. The Department will review each item to ensure it is complete. The application will not be considered filed with the Department until all items are complete.

Completed

Yes No Petitioners shall contact the Planning & Zoning Division of the Department of Community Services (Planning Department) to schedule a pre-application conference, during which the petitioners will be advised of the details of the review procedures. **It shall be the responsibility of the petitioner to become familiar with the regulations, policies and procedures of the City.** If desired, a copy of the Carmel/Clay Zoning Ordinance may be purchased from the Planning Department. Review the document carefully. At the pre-application conference, **the petitioner shall designate one contact person to work with the Planning Department for the duration of the project.**

Contact:

Department of Community Services
City Hall, Third Floor
One Civic Square
Carmel, IN 46032
Telephone: 317/571-2417

Yes No Basic Project Information.

Address of Property:_____

Tax ID Number:_____

Zoning:_____

Current Use:_____

Proposed Use:_____

Please check appropriate box:

- ☐ New Construction
- ☐ Renovation/Addition

Yes No Recorded deed or recorded land contract. Must be the most recent recorded deed.

Yes No Letter of consent. If you are leasing, buying on contract, or petitioning for property that is not legally in your name, the owner of the property must sign a letter giving his or her consent for the petition.

Yes No Existing Features & Site Analysis Plan. Please provide us with: two (2) print copies of your property survey or site plan, accurately drawn to scale, and one legible reduction at either 8.5" x 11" or 11" x 17" suitable for photocopying. The site plan must illustrate:

1. The subject property;
2. The location of all existing and proposed buildings, structures and improvements to be made to the subject property, including drainage and erosion control facilities and features;
3. Accurate dimensions of the parcel, buildings, parking areas and ingress/egress driveways;
4. Location, owner of record, zoning and use of adjacent properties, including the location, size and use of all structures within fifty (50) feet of the subject property;
5. Location, right-of-way and pavement width of all streets adjacent to the subject property; and
6. Proposed connections to public utilities.
7. Location, size and type of all existing landscaping on the property.

Yes No Area Map. Please provide us with two (2) copies of an area or context map that shows the location of the subject property, the locations of public and utility facilities and the relationship of the subject property to the thoroughfare plans for the area.

Yes No Architectural Design, Landscaping, Lighting, and Signage Information.

For residential and commercial projects:

1. Two (2) copies of building elevations including dimensions, materials, colors and signage.
2. Two (2) copies of additional information as requested by the Department.

Additional information required for commercial projects:

1. Two (2) copies of the lighting plan indicating location of existing and proposed lighting standards, the type and size of fixtures, and foot-candle limits.
2. Two (2) copies of the landscaping plan indicating the location of plantings, types and sizes of plantings, planting details, and mounding locations and details.
3. Two (2) copies of the signage plan indicating the location, size, materials and colors of any proposed signs.

EVALUATING YOUR PETITION

Section 23D.4 (B-C) of the Carmel/Clay Zoning Ordinance states:

Review.

Review of the Application and Supporting Documents and Materials by the Director; following the receipt of the written application and required supporting information by the Director, the Director shall review the materials for the sole purpose of determining whether the application is complete and in technical compliance with all applicable ordinances, laws and regulations.

If the materials submitted by the applicant are not complete or do not comply with the necessary legal requirements, the Director shall inform the applicant of the deficiencies in said materials.

1. Unless and until the Director formally accepts the application as complete and in legal compliance, it shall not be considered as formally filed for the purpose of proceeding to succeeding steps toward approval as hereinafter set forth.
2. Within ten (10) days of the formal acceptance of the application by the Director, he shall formally approve, deny, or request additional information about the petition.

Approval or Denial of the Application by the "Commission".

1. An approved Site Plan & Design Review petition shall be valid for two (2) years from the date of approval. If construction of the building(s) has (have) not started at the end of the two (2) year period, the Site Plan & Design Review request must be re-submitted to the Director.
2. If an approved Site Plan & Design Review petition is (are) substantially altered, re-submittal to the Director for approval is required.
3. If the petition is denied by the Director, the Director shall provide the applicant with a copy of said reasons, if requested.
4. The applicant may appeal the decision of the Director, as specified in *Chapter 30*.